Chapter 5

Running ENCOMPASS Reports and Inquiries

Chapter Overview

After vouchers have been entered and paid, users can run a variety of reports and inquiries to view accounts payable information in ENCOMPASS.

Objectives

By the end of this chapter, you will be able to do the following:

- Run ENCOMPASS inquiries
- Create Run Control IDs
- Run ENCOMPASS reports

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ENCOMPASS Standard Reports

ENCOMPASS offers a wide range of reporting possibilities. Your database contains a wealth of information that you've carefully entered, maintained, and secured for the ultimate purpose of generating timely, meaningful, presentation-quality reports. The reporting capabilities in ENCOMPASS enable you to access the data you need and to present it in the form that is most useful for those who depend on you for financial and management information.

When you select a report menu item, you frequently have the choice of two actions: Add a New Value (Add) or Search (Update/Display). Both options enable you to print a predefined report. What you're adding or updating is not the reports themselves, but Run Controls.

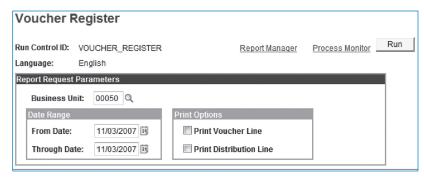
Run Control IDs

When you want to run a report, you need to tell the system where and how you want it to run. For most reports, you also need to set parameters that determine the content of the report, such as the business unit or time period.

A Run Control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a Run Control with those settings. The next time you run the report, you select the Run Control, and the system fills in the settings.

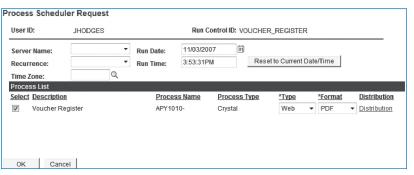
When you select a report from a menu, a search dialog box appears, asking for a Run Control ID. If you're in Add mode, enter a new ID for the Run Control you're about to define. If you're in Update/ Display mode, enter an existing Run Control ID or press Enter and select from the list of available Run Control IDs.

Important: Your Operator ID can only view Run Controls you create (Add). Run Controls cannot be deleted through the ENCOMPASS application. Also, Run Control IDs must be created without any spaces. For example, a Run Control ID for a Voucher Register could be VOUCHER_REGISTER. Use underscores to separate words.

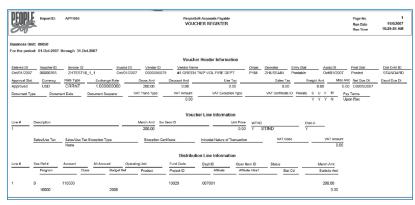


Process Scheduler

Once you have entered all of the parameters required for the specific report you are running, you will click the RUN button to run the actual report. The Process Scheduler page will open and require you to determine how you want the report run. Most reports will run to the Web and to a .PDF file.



The Server Name is part of the Process Scheduler Request. The GMIS department recommends not to enter any server name into this field as it will help in the processing of reports.



After the report runs, you must click the

icons in the **ENTAP Training** 5.3

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Adobe window to print the file or save it pomputer.

Step	Action								
1	Navigate to the report you are running.								
2	Enter the appropriate parameters required or optional for the report.								
3	Click Run to run the report.								
4	Verify the report is running to WEB.								
5	Enter the appropriate Format.								
6	Click OK to run the report.								
7	Click Process Monitor to watch the process run.								
8	When the process reads Success and Posted , click Details .								
9	Click View Log/Trace to see the report.								
10	Look for the file with the format you choose above, e.g. APY1010- 3345617.PDF.								
11	Click on the link and your report will display.								

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Activity | Running a Voucher Register

Enter the following information in order to run the Voucher Register.

Navigation

Accounts Payable >> Reports >> Voucher >> Voucher Register

Report Request Parameters

Business Unit: 00050From Date: 10/01/07Through Date:: 10/31/07

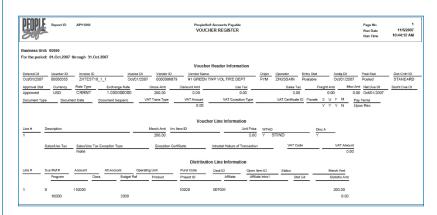
Optional Values:

- Print Voucher Line shows some additional information regarding the voucher including the withholding information and tax information. May not be applicable for the State of Indiana.
- Print Distribution Line shows the actual ChartFields entered on the voucher line.

5.5

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If your screen doesn't reflect the one below, please notify the instructor.



APSC69

ENCOMPASS | Accounts Payable

Activity | Running a Payment History by Vendor Report

Enter the following information in order to run the Payment History by Vendor report.

Navigation

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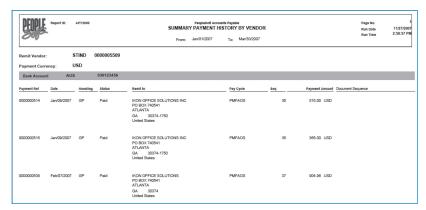
Accounts Payable >> Reports >> Vendor >> Payment History by Vendor

Report Request Parameters

From Date: 01/01/2007
Through Date: 03/30/2007
Print Options: Summary

Vendor: 0000005509 IKON Office Solutions

If your screen doesn't reflect the one below, please notify the instructor.



APSC70

ENCOMPASS Inquiries

ENCOMPASS Inquiries work very similar to the way the reports work. Some pages require Run Control IDs the same as reports. Most pages require parameters or search criteria for the inquiry. In addition, the Inquiry page saves all the parameters entered so that the next time you open the page, you will be able to keep the same information or change it.

Voucher Inc	quiry			
Search Criteria				
Search Name	ALL	Q		
Business Unit	From 00050 Q		To 00050	
Invoice Id	00030 4	Q	Q	
Vendor SetID	STIND Q			
Short Name				2
Vendor ID	<u> </u>		Q	
Vendor Location Invoice Date	Q		31	
Due Date	[ii]		前	
Entered Date	ii ii		191	
Origin Set ID				
Origin	Q		<u> </u>	
Control Group ID	Q	_	Q	
Contract ID				
Lease Number	Q			

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Activity | Running Voucher Inquiry

Enter the following information in order to run the Voucher Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Vouchers >> Voucher

Search Parameters

Business Unit: 00050

Vendor SetID: STIND

Vendor ID: 0000066519

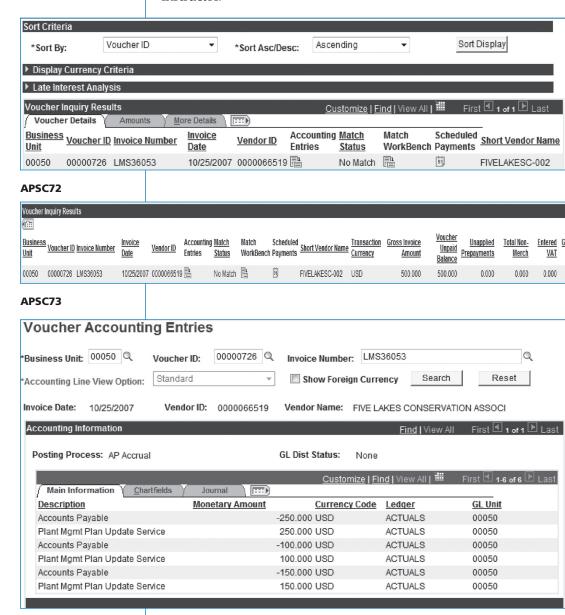
1 Click Search – see screen shot on next page.

2 Click to see all of the details about the voucher.

Click under Accounting Entries for voucher 00000726 – see screen shot on next page.

Running Voucher Inquiry | Results

If your screens do not reflect the ones below, please notify the instructor.



APSC74

ENCOMPASS | Accounts Payable

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Activity | Running Payment Inquiry

Enter the following information in order to run the Payment Inquiry.

Navigation

Accounts Payable >> Review Accounts Payable Info >> Payments >> Payment

Search Criteria

Bank SetID: STIND
Bank Code: CHASE
Bank Account: 6036

1 Click Search – see screen shots on next pages.

2 Click Additional Info.

3 Click Vendor Details.

4 Click the link for one of the Payment Reference IDs.

5 Click Voucher ID.

Running Payment Inquiry | Results

Daumon	t Inquiry Resu	ılt			0		Yes	e: [4]	of 19 🕑 Last
7	ent Details	Additional Info	Vendor Details	<u>F</u> inancia	Gustom Gateway	<u>nize</u> <u>Find</u> Vier	W All ===	FIRST L 1-19	of 19 🖾 Last
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000010	Check	501.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000011	Check	1,002.000	USD	10/17/2007	10/17/2007	Paid	Unrecon	
VCHR	0000000012	Check	75.000	USD	10/19/2007	10/19/2007	Paid	Unrecon	
VCHR	0000000013	Check	101.030	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000014	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000015	Check	2,000.000	USD	10/23/2007	10/23/2007	Paid	Unrecon	
VCHR	0000000016	Check	1,009.530	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000017	Check	4,000.660	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000018	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000019	Check	10,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000020	Check	2,000.000	USD	10/24/2007	10/24/2007	Paid	Unrecon	
VCHR	0000000021	Check	1,000.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000022	Check	2,015.780	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000023	Check	2,800.260	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000024	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000025	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
VCHR	0000000026	Check	800.000	USD	10/25/2007	10/25/2007	Paid	Unrecon	
HOUR	111010015		454.000	LIOD	40,000,000	40/00/0007	D. 14		

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_	t Inquiry Res	uu .dditional Inf	fo Y Vendor D	etaile V Financis	I Gateway	Cu	<u>stomize Fin</u>	<u>d</u> View All [‱]	First 1-19 of 19 🕒 Last
Edyllic	Payment	idditional iiii	v v v	Tillallok	ii Gateway	<u> </u>			
<u>Source</u>	Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	<u>Seq Num</u>	Bank Account	Bank Account #	Description
VCHR	0000000010	Unposted	No Cancel		SD01	5	6036	193151256	CHASE
VCHR	0000000011	Unposted	No Cancel		SD01	5	6036	193151256	CHASE
VCHR	0000000012	Unposted	No Cancel		QUICK3	19	6036	193151256	CHASE
VCHR	0000000013	Unposted	No Cancel		ZH1023	2	6036	193151256	CHASE
VCHR	0000000014	Unposted	No Cancel		ZH1	2	6036	193151256	CHASE
VCHR	0000000015	Unposted	No Cancel		CAS001	2	6036	193151256	CHASE
VCHR	0000000016	Unposted	No Cancel		PCSD0	2	6036	193151256	CHASE
VCHR	0000000017	Unposted	No Cancel		PCSD0	2	6036	193151256	CHASE
VCHR	000000018	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000019	Unposted	No Cancel		ZH1024	2	6036	193151256	CHASE
VCHR	0000000020	Unposted	No Cancel		QUICK4	4	6036	193151256	CHASE
VCHR	0000000021	Unposted	No Cancel		CHASE	2	6036	193151256	CHASE
VCHR	0000000022	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000023	Unposted	No Cancel		405	2	6036	193151256	CHASE
VCHR	0000000024	Unposted	No Cancel		XXXSDO	4	6036	193151256	CHASE
VCHR	0000000025	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	0000000026	Unposted	No Cancel		MSASDO	2	6036	193151256	CHASE
VCHR	LMS12345	Unposted	No Cancel				6036	193151256	CHASE
VCHR	LMS12346	Unposted	No Cancel				6036	193151256	CHASE

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Daymon	t Inquiry Res	ult			Sundania de la descrita		1-19 of 19	h
		Market Comments	Vendor Details Y	Financial Gateway	Customize Find View /	Ali IIII First 🗅	¹ 1-19 of 19	⊥ Last
	Payment Reference ID	Vendor Name	_	Vendor ID	Address	City	State	Postal
VCHR	0000000010	3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	000000001	1 3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000012	2 3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000013	3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000014	4 3M COMPANY		0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000015	3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000016	6 HIRAM J HAS	H AND SONS INC	0000000025	PO BOX 39037	INDIANAPOLIS	IN	46239- 0037
VCHR	0000000017	Z 3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000018	3M COMPANY		0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000019	3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	0000000020	3M COMPANY		0000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
VCHR	000000002	1 MEMMER, BE	ГН	0000114764	AUDITOR OF STATE	1000 100500 SPL 1000		
VCHR	0000000022	2 3M COMPANY		000000012	2807 PAYSPHERE CIRCLE	CHICAGO	IL	60674
					AAAZ DAVADUEDE			

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Vouchers	Vouchers For a Payment												
									Back To Payment Inquiry				
Bank Name:	CHASE							Pymnt Ref ID:	0000000011				
Bank Account #	193151256							Accounting Date:	10/17/2007				
Pay Cycle:	SD01 5	Seq Num:	5					Payment Date:	10/17/2007				
Vendor Name:	3M COMPAN	١Y						Days Outstanding:	20				
Address:	2807 PAYSPHERE CIRCLE							Payment Clear Date:					
							Reconcile Date:						
	CHICAGO		II	L 6	0674		USA	Value Date:	10/17/2007				
Payment Amour Description:	nt:	1,002.000 U	SD	Payment Method:		CHK							
										Customize Find	View All 🛗	First 1 of 1 Last	
Business Unit Vouc	her ID Advice Seq	Advice Date	e Invoice	Number	Gross	Paid Am	ount	Paid Amount Cur	rency <u>Discount</u> <u>Taken</u>	<u>Late</u> <u>Charge</u>	Source		
00405 0003	3734 1	10/17/2007	78309			1.00	2.000	1.002.000 USE)		Accounts Pay	able Vouchers	

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Voucher l	Voucher Inquiry Results Customize Find View All ^Ⅲ First									
Vouche	r Details	Amounts M	ore Details	=== •						
Business Unit	Voucher IE	Invoice Number	Invoice Date	<u>Vendor ID</u>	Accounting Entries		Match WorkBench	Payment Information	Short Vendor Name	
00405	00033734	78309	10/17/2007	000000012		No Match	1	\$	3MCOMPANY-001	

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